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ABSTRACT

In an effort to improve the quality of trustee selection and participation in the public community colleges of Florida, a "Special Ethics Committee" was established to develop performance guidelines for trustees. This pamphlet is comprised of four documents. The "Code of Ethics" and "Expectations of an Effective Trustee" are to be given to each potential trustee prior to his acceptance. The "Trustee Performance Standards" and "Trustee Self-Evaluation Form" are to be provided after the individual accepts his appointment. Appended information includes: (1) descriptions of the responsibilities of community college trustees and presidents as defined by the State Board of Education regulations; (2) descriptions of the responsibilities of community college trustees as defined by the Florida statutes; and (3) an index to the State Board of Education regulations and Florida statutes pertinent to trustee functions. All four documents, and the appended information, are intended as useful tools to trustees as they carry out their responsibilities. This material is also recommended for use in trustee in-service training. (Author/DC)

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PERFORMANCE EXPECTATIONS

FOR RESPONSIBLE

COMMUNITY COLLEGE TRUSTEES

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Department of Education

Division of Community Colleges

Tallahassee, Florida

July, 1975

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INTRODUCTION

Governance of Florida's publicly supported community colleges resides with the local District Boards of Trustees. These Trustees are appointed by the Governor, confirmed by the Senate and serve four-year terms with no remuneration for their services. They serve out of a spirit of civic duty and their effectiveness is reflected in Governor Askew's comment "...that the local control of community colleges is largely responsible for the success of our system." (See Appendix F). Obviously, becoming an effective Trustee requires considerable time and effort on the part of the citizens concerned.

In an effort to improve the quality of Trustee selection and participation, the Trustees Commission of the Florida Association of Community Colleges and the Division of Community Colleges undertook a joint project to develop materials which would help to accomplish this end. The product of this effort is found on the following pages and are entitled:

Code of Ethics
Expectations of an Effective Trustee
Trustee Performance Standards
Trustee Self-Evaluation Form

The intended use of these materials is to have the "Code of Ethics" and "Expectations of an Effective Trustee" given to a potential Trustee prior to acceptance of the Commission. The "Trustee Performance Standards" and "Trustee Self-Evaluation Form" are to be provided after the individual accepts the appointment. All four documents, along with the references to statutory and regulatory responsibilities such as are provided as appendixes to this booklet, are intended to be used as reminders to Trustees as they carry out their responsibilities. This material is also recommended for use in Trustee in-service training.

This material was developed by a select "Special Ethics Committee," reviewed by the Chairman of the Community College Presidents Council, adopted by the Trustees Commission of the Florida Association of Community Colleges at their annual meeting and sent to the Governor for his consideration. Appreciation is expressed to all who participated in this effort. Special recognition is given to members of the Ethics Committee who are as follows:

Representing the Florida Community College Council

Mrs. Jean Ewing, Gainesville
Mrs. Jeanne Goddard, Daytona Beach

Representing District Boards of Trustees

Mr. A. N. Anderson, Trustee and Board Chairman
Okaloosa-Walton Junior College

Mrs. Jeanne Goddard, Trustee and Board Chairwoman
Daytona Beach Community College

Mr. Tom Knotts, Trustee and Board Chairman
Central Florida Community College and
Chairman, Trustees Commission, Florida
Association of Community Colleges

Dr. N. William Ritz, Trustee
Central Florida Community College

Representing the Community College Presidents Council

Dr. Hugh Adams, President
Broward Community College

Dr. Richard E. Morley, President
Gulf Coast Community College

Representing the Division of Community Colleges

Dr. Harold H. Kastner, Jr.
Assistant Director

Mrs. Jerry Smith, Secretary

We trust both new and experienced Trustees will benefit from the use of these materials and that their tenure as Trustees. will be personally rewarding.

Lee G. Henderson
Director
Division Community Colleges

Tom Knotts, Chairman
Trustees Commission and Central
Florida Community College

CODE OF ETHICS

I pledge my best efforts as a trustee to

- evidence good citizenship in community and state affairs;
- refrain from making any decisions or commitments concerning community college governance, except in Board meetings or when designated by the Board to do so;
- avoid situations leading to conflicts of interest;
- bring credit to the college through personal effort, either directly or indirectly, in business, social, professional and personal relationships;
- make decisions which are responsive to the geographic distribution and social, ethnic, economic and minority make-up of the community;
- make decisions which give priority to the students;
- keep well informed on matters pertaining to the community college movement; and
- fulfill the responsibilities of my commission without regard to prejudice or partisanship.

EXPECTATIONS OF AN EFFECTIVE TRUSTEE

A trustee should have attained prominence and stature in the community, demonstrated constructive community action and achieved success in his or her chosen field.

A trustee must have a sincere desire to provide a public service to others in order to carry out the legal, ethical and moral obligations of the corporate body. This requires

Acceptance of philosophy and concept of the community college movement and the need to keep current on changes and trends in post-secondary education;

Acceptance of the legal and fiscal responsibilities as defined by state statutes and state board of education regulations;

Acceptance of amount of time necessary to devote in order to discharge duties other than regular trustee board meetings--special meetings, functions at the institution, trustee orientation sessions, state, regional and national meetings;

Acceptance of legislative needs and willingness to participate in legislative action; and

Acceptance of the role of the trustee to be a policy maker and not an administrator.

TRUSTEE PERFORMANCE STANDARDS

1. The single most important function of the Board is the selection, evaluation and retention, through contract, of the best available college president.
2. Insure that all college business and/or problems are channeled through the college president for action and recommendation to the Board.
3. Cooperate in the establishment of the development of a comprehensive set of policies to govern the college district.
4. Insure that all deliberations of the Board prior to voting are conducted in open and public meetings.
5. Concentrate efforts on discussions of policy, growth, direction, evaluation, philosophy, finances, community needs, accountability and other priorities.
6. Work toward completing and periodically updating short-range and long-range planning programs.
7. Encourage the use of community advisory committees in assisting the college in recommending new courses and programs and evaluation of ongoing programs.
8. Review, update and evaluate all written policies, the college philosophy, goals and objectives on a yearly basis and measure progress toward achieving those ends.

9. Serve as liaision between the college and its community.
10. Recognize the community college as an important partner with other institutions in post-secondary higher education.
11. Become familiar with and represent the entire college program.
12. Participate in Board meetings with regular and prompt attendance.
13. Review all Board materials received in advance of the Board meeting.
14. Attend college related activities, when possible.
15. Share experiences and ideas with colleagues from other Boards.
16. Be tolerant of the opinions of others, vote convictions even though they may be unpopular, and support the majority decision.
17. Observe appropriate courtesies when visiting on the campus.
18. Evaluate personal effectiveness as a trustee at least once a year.
19. Provide budgetary direction to accomplish maximum efficiency and economy of the college.
20. Review the audit process of the institution on a regular basis.

TRUSTEE SELF-EVALUATION FORM

YES	NO		
___	___	1.	I have attended at least 80% of regular and called meetings.
___	___	2.	I have actively participated in at least 80% of regular and called meetings.
___	___	3.	I have participated in Board and College assignments when asked.
___	___	4.	I have maintained a constructive attitude toward the improvement of the college.
___	___	5.	I have been flexible toward the acceptance of new ideas and the impact of changing times.
___	___	6.	I have supported the majority decisions of the Board.
___	___	7.	I have adhered to the general structure of parliamentary procedure.
___	___	8.	I have attended college related activities.
___	___	9.	I have participated in trustee organizations whose activities relate to my duties and responsibilities.
___	___	10.	I have recognized and observed my role as a policy maker and left administration to the President and staff.
___	___	11.	I have reviewed appropriate sources of information prior to decision-making when possible.
___	___	12.	I have recognized the number one priority is the student.
___	___	13.	I have visited with colleagues and institutions to increase my effectiveness.
___	___	14.	I have exercised discretion in dealing with sensitive matters.
___	___	15.	I have reviewed the audit.
___	___	16.	In all decisions relating to the expenditure of monies, I have reviewed the financial reports in order to secure the maximum benefits in the most efficient manner.

YES	NO		
___	___	17.	I have reviewed the position of President as a means to contract accordingly.
___	___	18.	I have made a continuous effort to observe the Code of Ethics.
___	___	19.	I have evaluated my role and performance as a trustee this year as a means to become more effective next year.
___	___	20.	I have kept informed on college affairs and activities.

APPENDIX A

RESPONSIBILITIES OF THE TRUSTEES AS DEFINED BY EXCERPTS FROM THE STATE BOARD OF EDUCATION REGULATIONS FOR THE OPERATION OF FLORIDA'S COMMUNITY/JUNIOR COLLEGES

RESPONSIBILITIES OF THE TRUSTEES AS DEFINED BY EXCERPTS FROM THE STATE BOARD OF EDUCATION REGULATIONS FOR THE OPERATION OF FLORIDA'S COMMUNITY/JUNIOR COLLEGES

6A-14.241 Board to consitute a corporation. Each board is consituted a body corporate by the name of "The District Board of Trustees of (name of community college), Florida." In all suits against boards, service of process shall be made on the chairman of the board, or, if he cannot be found, on the president as executive officer of the board, or, in the absence of the chairman and the president, on another member of the board.

General Authority 230.755 FS. Law Implemented 230.753 FS. History—Formerly 6A-8.065, Repromulgated 12-19-74.

6A-14.242 Organization of board of trustees.

(1) At the initial meeting of a board of a newly established district the board shall organize by electing a chairman, a vice-chairman, and an acting secretary to serve until such time as a president is appointed. This meeting shall be held in the office of the superintendent of the county of location.

(2) At the first regular meeting in July each year, the board shall organize by electing a chairman and a vice-chairman. The president shall act as ex-officio secretary.

If a vacancy should occur in the chairmanship, the board shall proceed to elect a chairman at the next ensuing regular or special meeting. At the organization meeting, the president shall act as chairman until the organization is completed.

(3) The chairman and the secretary shall then make and sign a copy of the proceedings of organization, including the schedule for regular meetings, annex their affidavits that the same is a true and correct copy of the original, and the secretary shall file the document with the director within two weeks.

General Authority 230.755 FS. Law Implemented 230.753 FS. History—Formerly 6A-8.061, Repromulgated 12-19-74.

6A-14.243 Meetings.

(1) Regular meetings. The board shall meet on the regular meeting dates scheduled by the board.

(2) Special meetings. The board shall convene in special meetings on request of the chairman of the board or by the president on request of a majority of the members of the board. In the event the president shall fail to call the special meeting when requested to do so such meeting may be called by the chairman of the board or by a majority of the members of the board by giving two (2) days written notice of the time and purpose of the meeting to all members and to the president. The minutes of the meeting shall set forth the facts regarding the procedure in calling the meeting and set forth the reason therefor, and shall be signed either by the chairman or by a majority of the members of the board. The actions taken at special meetings shall have the same force and effect as if taken at a regular meeting.

General Authority 230.755 FS. Law Implemented 230.753 FS. History—Formerly 6A-8.062, Repromulgated 12-19-74.

6A-14.244 Place of meeting. All regular and special meetings of the board shall be held at the administrative headquarters of the college unless the board designates another location. If another location is designated, public notice shall be given at least two (2) days prior to the time of the regular or special meeting unless an emergency situation arises which requires immediate action.

General Authority 230.755 FS. Law Implemented 230.753 FS. History—Formerly 6A-8.063, Repromulgated. 12-19-74.

6A-14.245 Majority a quorum. A majority shall constitute a quorum for any meeting of the board. No business may be transacted at any meeting unless a quorum is present.

General Authority 230.755 FS. Law Implemented 230.753 FS. History—Formerly 6A-8.064, Repromulgated 12-19-74.

6A-14.247 Powers and duties of board. The board acting as a board shall exercise all powers and perform all duties listed below:

(1) Require minutes and records to be kept. Require the president, as secretary, to keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the board.

(a) Minutes, recording. The typed minutes of each meeting shall be considered, corrected if necessary and approved at the next regular meeting; provided, that this action may be taken at an intervening special meeting if the board desires. The minutes shall be signed by the chairman and the president immediately after correction and approval and shall be kept as a public record in a permanently bound book in the custody of the president.

(b) Minutes, contents. The minutes shall show the vote of each member present on all matters on which the board takes action. It shall be the duty of each member to see to it that both the matter and his vote thereon are properly recorded in the minutes. Unless otherwise shown by the minutes, it shall be presumed that the vote of each member present supported any action taken by the board in either the exercise of, violation of, or neglect of the powers and duties imposed upon the board by law or legal regulation, whether such action is recorded in the minutes or is otherwise established. It shall also be presumed the the policies, appointments, programs and expenditures not recorded in the minutes but made and actually in effect in the college were made and put into effect at the direction of the board, unless it can be shown that they were done without the actual or constructive knowledge of the members of the board.

(2) Control property. Retain possesion of all property to which title is now held by the board and to obtain possession of and accept and hold under proper title as a body corporate by the name of "The District Board of Trustees of (name of community college), Florida." All property which may at any

time be acquired by the board for educational purposes; manage and dispose of such property to the best interests of the college; contract, sue, receive, purchase, acquire by the institution by condemnation proceedings if necessary, lease, sell, hold, transmit, and convey the title to real and personal property; all contracts to be based on resolutions previously adopted and spread upon the minutes of the board; receive, hold in trust, and administer for the purpose designated, money, real and personal property, or other things of value granted, conveyed, devised, or bequeathed for the benefit of the college.

(3) Adopt college program. Authorize the assembling of all data and making of surveys essential to the development of a college program for the entire district and to adopt such a program for the entire district and to adopt such a program as the basis for operating the college—one phase of the program to be a long-term program and another phase to constitute the annual program.

(4) Establishment, organization, and operation of college. Adopt and provide for the execution of plans for the establishment, organization and operation of the college.

(5) Personnel. Designate positions to be filled, prescribe qualifications for those positions and provide for the appointment, compensation, promotion, suspension and dismissal of employees as follows, subject to the requirements of other state board of education regulations.

(a) Positions and qualifications. Act upon recommendations submitted by the president for positions to be filled and for minimum qualifications for personnel for the various positions.

(b) Compensation and salary schedules. Adopt a salary schedule or salary schedules to be used as a basis for paying members of the instructional staff and other college employees, such schedules to be arranged insofar as practicable so as to furnish incentive for improvement in training and for continued and efficient service; fix and authorize the compensation of members of the administrative and instructional staff and other college employees on the basis of such schedules.

(c) Contracts and terms of service. Provide written contracts for all regular members of the administrative and instructional staff. All contracts with members of the administrative and instructional staff shall be in accordance with the salary schedule adopted by the board, shall be in writing for definite amounts and for definite terms of service and shall specify the schedule of payments to be made. All such contracts shall be executed in duplicate and a true signed copy retained by the board in the custody of the president. The board is prohibited from paying any salary to any member of the administrative or instructional staff, unless this provision of this paragraph has been observed.

(d) Suspension and dismissal and return to annual contract status. Suspend, dismiss, or return to annual contract members of the instructional staff and other college employees; provided, that no administrative assistant, instructor or other member of the instructional staff may be discharged, removed, or returned to annual contract except as provided in Section 6A-14.411, State Board of Education Regulations.

(6) In accordance with law, provide transportation services for community college students upon recommendation by the president. When such transportation services are provided they shall be in accordance with policies and procedures adopted by the board which insure reasonable safety precautions for protection of transported students, adequate maintenance of transportation vehicles, and the use of qualified drivers of transportation vehicles, consistent with the standards of the National Highway Traffic Safety Administration. The board may use state department of education forms for physical examination application, application for license to drive a school bus, and license to drive a school bus and adopt them for board use.

(7) Contractual agreements. Enter into contractual agreements with the federal government or any of its departments or designated agencies; other institutions, departments, agencies, districts or political subdivisions of the state of Florida and other states of the United States; and private individuals, organizations and corporations; provided, that such agreements are to the best interests of the college. Information concerning such contracts shall be submitted to the division when requested by the director.

General Authority 230.755 FS. Law Implemented 230.754 FS. History—Formerly 6A-8.066, Repromulgated 12-19-74.

APPENDIX B

RESPONSIBILITIES OF THE PRESIDENTS AS DEFINED BY EXCERPTS FROM THE STATE BOARD OF EDUCATION REGULATIONS FOR THE OPERATION OF FLORIDA'S COMMUNITY/JUNIOR COLLEGES

RESPONSIBILITIES OF THE PRESIDENTS AS DEFINED BY EXCERPTS FROM THE STATE BOARD OF EDUCATION REGULATIONS FOR THE OPERATION OF FLORIDA'S COMMUNITY/JUNIOR COLLEGES

6A-14.261 General powers of the president. The president shall have the authority and shall exercise the following powers:

(1) General oversight. Exercise general oversight over the college in order to determine problems and needs and recommend improvements.

(2) Advise, counsel and recommend to the board. Advise and counsel with the board on all educational matters and recommend to the board for action such matters as should be acted upon.

(3) Recommend policies. Recommend to the board for adoption such policies pertaining to the college as he may consider necessary for its more efficient operation.

(4) Recommend and execute rules and regulations. Prepare and organize by subjects and submit to the board for adoption such rules and regulations to supplement those adopted by the state board of education as, in his opinion, will contribute to the efficient operation of any aspect of community college education in the district. When rules and regulations have been adopted, the president shall see that they are enforced.

(5) Recommend and execute minimum standards. From time to time prepare, organize by subjects and submit to the board for adoption such minimum standards relating to the operation of any phase of the college program as are needed to supplement those adopted by the state board of education and as will contribute to the efficient operation of any aspect of community college education in the district; to see that minimum standards adopted by the board are observed.

(6) Perform duties and exercise responsibilities. Perform such duties and exercise such responsibilities as are assigned to him by law and by regulations of the state board of education.

General Authority 230.755 FS. Law Implemented 230.753(7) FS. History—Formerly 6A-8.77, Repromulgated 12-19-74.

6A-14.262 Duties and responsibilities of the president. The president shall exercise all powers and perform all duties listed below and elsewhere in the law; provided, that in so doing he shall advise and counsel with the board. The recommendations, nominations, proposals and reports required by law and regulation to be made to the board by the president shall either be recorded in the minutes or shall be made in writing, noted in the minutes and filed in the public records of the board. It shall be presumed that, in the absence of the record required in this paragraph, the recommendations, nominations and proposals required of the president were not contrary to the action by the board in such matters.

(1) Assist in organization of board. Preside at the organization meeting of the board and transmit to the director within two (2) weeks following such meeting a certified copy of the proceedings of organization, including the schedule of regular meetings and the names and addresses of the board members.

(2) Regular and special meetings of the board. Attend all meetings of the board, except when excused by the board, and advise, but not vote, on questions under consideration.

(3) Records of the board. Keep minutes of all official actions and proceedings of the board and keep such other records, including records of property held or disposed of by the board, as may be necessary to provide complete information regarding the college.

(4) College property. Act for the board as custodian of all college property.

(a) Recommend purchase and plans for control. Recommend to the board plans for contracting, receiving, purchasing, acquiring by the institution by condemnation proceedings if necessary, leasing, selling, holding, transmitting and conveying title to real and personal property.

(b) Property held in trust. Recommend to the board plans for holding in trust and administering property real and personal, money or other things of value, granted, conveyed, devised or bequeathed for the benefit of the college.

(5) College program. Prepare long-term and annual plans. Supervise the assembling of data and sponsor studies and surveys essential to the development of a college program; prepare and recommend such a program to the board as the basis for operating the college. One phase of this program shall be a long-term program and another phase shall constitute the annual program. The long-term program shall be concerned with the location and development of college buildings, transportation, personnel, instruction and other educational features involving the interest and welfare of the students and citizens of the district over a period of years. The annual program shall be concerned with the budget, sites to be purchased, buildings to be constructed, transportation routes, personnel, instruction and all other phases of the college program for any particular year which shll be developed, insofar as possible, in harmony and conformity with the long-term program.

(6) Establishment, organization and operation of programs, classes and services. Recommend the establishment, organization and operation of such programs, classes and services as are needed to provide adequate educational opportunities for all students in the district, including inter alia:

(a) College holidays and vacation periods. Recommend college holidays to be observed and the manner of such observance by the college and see that such holidays as are approved by the board are properly observed; also recommend college vacation periods.

(b) Cooperate with other districts in special projects or activities. Recommend plans and procedures for cooperating with other districts or with other agencies, in this state or in other states, in special projects or activities which can be more economically or advantageously provided by such cooperation.

(c) College food services. Recommend plans for the establishment, maintenance and operation of a food services program consistent with state laws and regulations of the state board of education and administer and supervise such services.

(7) Personnel. Be responsible, as required herein, for directing the work of the personnel, and in addition he shall have the following duties:

(a) Positions and qualifications. Recommend to the board positions to be filled, minimum qualifications required for each position and recommend in writing to the board persons to fill each position authorized.

(b) Compensation and salary schedules. Prepare and recommend to the board for adoption a salary schedule or salary schedules to be used as the basis for paying members of the administrative and instructional staff and other college employees, arranging such schedules insofar as practicable, so as to furnish incentive for improvement in training and for continued and efficient service.

(c) Contracts and terms of service. Recommend to the board terms for contracting with employees and prepare such contracts as are approved, provided that contracts with the members of the instructional staff are to be prepared, recommended and executed as herein before prescribed.

(d) Transfer and promotion. Recommend employees for transfer and transfer any employee during any emergency and report the transfer to the board at its next regular meeting.

(e) Suspension and dismissal. Suspend members of the instructional staff and other employees during emergencies for a period extending to and including the day of the next regular or special meeting of the board and notify the board immediately of such suspension. When authorized to do so, serve notice on the suspended member of charges made against him and of the date of hearing. Recommend employees for dismissal under the terms prescribed herein.

(f) Direct work of employees and supervise instruction. Direct or arrange for the direction and improvement, under regulations of the board, of the work of all members of the instructional staff and other employees of the college; supervise or arrange under policies of the board for the supervision of instruction in the college and take such steps as are necessary to bring about continuous improvement.

(g) Designate a person or persons to be responsible for the operation of the college during the temporary absence or incapacity of the president or during emergencies.

(8) Student Welfare. Recommend plans to the district board for the proper accounting of all students, for the attendance and control of students at the college, for the proper attention to health, safety and other matters which will best promote the welfare of students in the following fields:

(a) Admission, classification, promotion and graduation of students. Recommend rules and regulations for admitting, classifying, promoting and graduating students at the college.

(b) Control of pupils. Propose rules and regulations for the proper control, discipline and expulsion or suspension of pupils and review recommendations for same and transmit to the board for action recommendations in specific instances.

(9) Instructional program. Recommend plans and procedures for the development and improvement of the instructional program of the college.

(10) College plant. Recommend plans and execute such plans as are approved regarding all phases of the college plant program, including the following:

(a) Building program. Recommend plans and procedures for having a survey made under the direction of the department of education or by some agency approved by the department, as a basis for developing a building program as a phase of the long-term program for the district; recommend such program when sufficient evidence is available, specifying the centers at which college work should be offered on the various levels, the type, size and location of centers to be established and the steps to be taken to carry out the program.

(b) Sites, buildings and equipment. Recommend the purchase of college sites and recreational areas where centers are to be constructed of adequate size to meet the need of pupils to be accommodated; or of additions to existing sites when needed; rental of buildings when necessary; erection of buildings; additions, alterations and repairs to buildings and other college properties; plans and specifications for all of which shall be sent to the director for approval; purchase of furniture, books, apparatus and other equipment necessary for the proper conduct of the work of the college.

(c) Maintenance and upkeep of the college plant. Propose plans for assuring proper maintenance and upkeep of the college plant and for the provision of the utilities and supplies for the operation of the college; and when the plans are approved by the board, take such steps as are necessary to see that buildings are kept in proper sanitary and physical condition and that heat, light, water and power and other supplies and utilities are adequate.

(d) Insurance of college property. Propose plans and procedures for insuring economically every structure and its contents, boilers and machinery as well as buses and other property, under the control of the board and see that the proper records are kept of such insurance.

(e) Condemnation of buildings. Inspect periodically all college buildings and surroundings to determine whether there are any unsanitary conditions or whether there are physical hazards which are likely to jeopardize the health or life of the students or staff; request competent assistance from the state or other authorized agency, if necessary, to determine whether buildings found to be defective should be condemned and to recommend to the board condemnation of buildings which should be abandoned.

(11) Finance. Recommend measures to the board to assure adequate educational facilities, in accordance with the financial procedure authorized and as prescribed below:

(a) Plans for operating college. Determine the funds necessary for the operation of the college and recommend plans for insuring the operation of the college for the terms authorized by the state board of education.

(b) Annual budget. Prepare the annual college budget to be submitted to the board for approval according to law. After action by the board and by the budget review board, submit the budget to the director on or before June 1 of each year, or by June 10 if the budget review board disapproves the budget, on forms required by the director.

(c) Borrowing money. Recommend when necessary the borrowing of money as prescribed by law.

(d) Financial records and accounting. Keep or have kept accurate records of all financial transactions on forms prescribed by the director.

(e) Financial reports. Prepare financial reports as required by the director. Copies of such reports to be submitted to the board and to the director.

(f) Bonds for employees. Recommend the bonds of all college employees who should be bonded in order to provide reasonable safeguards for all college funds or property.

(g) Contracts. Recommend to the board the desirable terms, conditions and specifications for contracts for supplies, materials or services to be rendered; see that materials, supplies or services are provided according to contract.

(h) Reports to the director. Prepare for the approval of the board all reports that may be required by law or regulations, using therefore such blanks and forms as may be prescribed by the director and transmit promptly all such reports.

(12) Enforcement of laws and regulations. See, insofar as practicable, that all laws and regulations of the state board of education as well as supplementary regulations of the board are properly observed.

(13) Professional and general improvements. Attend such conferences for presidents as may be called or scheduled by the department of education and avail himself of means of professional and general improvement so that he may function most efficiently.

(14) Recommend revoking certificates. Recommend in writing to the commissioner the revoking of any certificate for good cause, including a full statement of the reason for his recommendation.

(15) Make records available to successor. Leave with the board and make available to his successor upon retiring from office a complete inventory of college equipment and other property, together with all official records and such other records as may be needed in supervising instruction and in administering the college.

(16) The college seal. The president shall keep in his custody the college seal and he shall authenticate true copies of decisions, acts or documents where official signatures are required by law.

(17) Other duties and responsibilities. Perform such other duties as may be assigned to him by law, by regulations of the state board of education or the board.

General Authority 230.755 FS. Law Implemented 230.753 FS. History--Formerly 6A-8.771, Repromulgated 12-19-74.

APPENDIX C

RESPONSIBILITIES OF THE TRUSTEES AS DEFINED BY EXCERPTS FROM FLORIDA STATUTES

RESPONSIBILITIES OF THE TRUSTEES AS DEFINED BY EXCERPTS FROM FLORIDA STATUTES

230.753 Community colleges; establishment and organization of boards of trustees.—

(1) Each community college district authorized by law and the department of education is an independent, separate, legal entity created for the operation of a community college.

(2)(a) There is created as a body corporate for each community college district a board of trustees which, under statutes and other rules and regulations of the state board, has all powers necessary and proper for the governance and operation of the respective community colleges.

(b) Each board of trustees shall be the successor board upon which shall devolve all real and personal property and assets and obligations of the school board in the district of location of the community college which have been held for or incurred on behalf of that college, as determined by the department of education.

(3) Community college boards of trustees shall be comprised of five members, when a community college district is confined to one school board district, and not more than nine members, when the district contains two or more school board districts, as provided by regulations of the state board.

(4) Initial membership of the community college boards of trustees shall be the members of the respective community college advisory committees who hold office on July 1, 1968. As the terms of office which were in effect on July 1, 1968, expire, or as vacancies occur, successors shall be appointed by the governor, approved by three members of the cabinet and confirmed by the senate; provided, however, that no appointee shall take office until after his appointment has been approved by three members of the cabinet; provided further, that the state board of education shall develop rules and procedures for review and approval of the appointees. Prior to the time the governor appoints any member of any community college board of trustees, the school board or boards in the community college district may submit to the governor for his consideration the names of two or more persons for each office.

(5) Members of the board of trustees shall receive no salary but may receive reimbursement for expenses as provided in §112.061, including mileage to and from official board meetings.

(6) At its first regular meeting after July 1 of each year, each board of trustees shall organize by electing a chairman, whose duty as such is to preside at all meetings of the board, to call special meetings thereof, and to attest to actions of the board, and a vice-chairman, whose duty as such is to act as chairman during the absence or disability of the elected chairman.

(7) A community college president shall be the executive officer and corporate secretary of the board of trustees as well as the chief administrative officer of the community college, and all the components of the institution and all aspects of its operation are responsible to the board of trustees through the president. When a vacancy occurs in the office of community college president, the board of trustees will select and appoint a person to fill that office with the approval of the division of community colleges of the department of education. Community college presidents so appointed shall serve until such time as they vacate their offices or are removed with the approval of the division for good cause.

History.—§3, ch. 19150, 1939; §48, ch. 22738, 1947; §1, ch. 29627, 1955; §8, ch. 57-252; §36, ch. 65-320; §7, ch. 66-5; §§10, 20, ch. 69-106; §1, ch. 69-300; §§56, 70, ch. 72-221; §5, ch. 72-362.
Note.—Formerly §242.43; §230.47(1), (3); §228.0182.

230.7535 Same; legislative intent.—It is the legislative intent that community colleges continue to be operated by district boards of trustees as provided in §230.753(2) and that no department, bureau, division, agency, or subdivision of the state shall exercise any responsibility and authority to operate any community college of the state except as specifically provided by law or regulations of the state board of education.

History.—§16, ch. 70-94; §70, ch. 72-221.

230.754 Same; duties and powers.—

(1) Community college boards of trustees are vested with the responsibility to operate their respective community colleges and with such necessary authority as may be needed for the proper operation thereof in accordance with regulations of the state board.

(2) In carrying out this responsibility, the trustees, after considering recommendations submitted by the community college president, shall exercise the following general powers:

(a) The board of trustees shall determine and adopt such policies as are deemed necessary by it for the efficient operation and general improvement of the community college.

(b) The board of trustees shall adopt such regulations to supplement those prescribed by the state board as in its opinion will contribute to the more orderly and effi-

cient operation of the community college and to the provision of educational services to all qualified citizens of the community college district.

(c) The board of trustees shall adopt such minimum standards as are considered desirable by it to supplement those standards of the state board.

(d) The board of trustees shall constitute the contracting agent of the community college. It may when acting as a body make contracts, sue, and be sued in the name of the board of trustees; provided, that in any suit [illegible] in personnel of the board shall not abate the suit, which shall proceed as if such change had not taken place.

(e) The board of trustees shall perform those duties and exercise those responsibilities which are assigned to it by law or by regulations of the state board and in addition thereto those which it may find necessary for the improvement of the community college.

(f) Whenever the department of education finds it necessary for the welfare and convenience of any community college to acquire private property for the use of said community college and the same cannot be acquired by agreement satisfactory to the district board of trustees of such community college and the parties interested in, or the owners of, said private property, the said district board of trustees may exercise the right of eminent domain and proceed to condemn the property in the manner provided by chapters 73 and 74.

(g) The board of trustees may enter into lease-purchase arrangements with private individuals or corporations for necessary grounds and buildings for community college purposes, other than dormitories, or for buildings other than dormitories to be erected for community college purposes. Such arrangements shall be paid from capital outlay and debt service funds as provided by §230.767(5), with terms not to exceed thirty years at a stipulated rate. The provisions of such contracts, including building plans, shall be subject to approval by the department of education, and no such contract shall be entered into without said approval. The state board of education is authorized to promulgate such rules as it deems necessary to implement the provisions of this paragraph.

(h) The board of trustees of each community college may purchase, acquire, receive, hold, own, manage, lease, sell, dispose of, and convey title to, real property to the best interests of the college, pursuant to rules and regulations adopted by the state board.

History.—ss. ch. 19159, 1939; s 48, ch. 23736, 1947; s 1, ch. 29437, 1955; s 8, ch. 57-352; s 37, ch. 65-330; s 8, ch. 69-5; s 115, 35, ch. 69-106; s 1, ch. 69-123; s 1, ch. 71-220; s 1, ch. 72-102; s 39, 70, ch. 72-221.

Note.—Formerly s 243.42; s 230.67(3),(4); s 230.0103.

APPENDIX D

STATE BOARD OF EDUCATION REGULATIONS IDENTIFYING COMMUNITY COLLEGE DISTRICT BOARDS OF TRUSTEES ACTION

STATE BOARD OF EDUCATION REGULATIONS IDENTIFYING COMMUNITY COLLEGE DISTRICT BOARDS OF TRUSTEES ACTION

	6A-14.04	Community College Calendars
	6A-14.07	Forms to be Provided
	6A-14.09	Facsimile Signatures on Personnel Contracts
	6A-14.241	Board to Constitute a Corporation
	6A-14.242	Organization of Board of Trustees
	6A-14.243	Meetings
	6A-14.244	Place of Meeting
	6A-14.245	Majority a Quorum
	6A-14.246	Bonds Required for Community College Officials
*P	6A-14.247	Powers and Duties of Board
P	6A-14.248	Sanitation and Maintenance of College Plant
P	6A-14.249	Responsibilities of Board and President for Plant Maintenance and Sanitation
	6A-14.25	Energy Conservation Program
	6A-14.26	Qualifications, Employment and Dismissal of Community/Junior College Presidents
P	6A-14.261	General Powers of the President
	6A-14.262	Duties and Responsibilities of the President
P	6A-14.27	Report on Utilization of Instructional Administrative Staff Required
	6A-14.29	Staff and Program Development Funds
P	6A-14.31	Acceleration Mechanisms for Program Completion
	6A-14.33	Occupational and General Adult Education Programs (Instructional Programs)

*Denotes policy required

	6A-14.341	Responsibilities at District Level for Vocational Education
	6A-14.342	Direct Job Related Vocational Offerings Required for Each School District
	6A-14.35	Preapprenticeship Programs
	6A-14.36	Administrators of Vocational Education
	6A-14.37	Coordinating Council for Vocational Education
	6A-14.38	Business and Industrial Community Support
*P	6A-14.40	Time of Service for Work Credit
	6A-14.41	Contracts for Instructional and Administrative Personnel
	6A-14.411	Issuance of Continuing Contracts
	6A-14.412	Annual Contracts Under Certain Conditions
	6A-14.417	Procedures to Revoke or Suspend Certificates
P	6A-14.42	Board to Adopt Policies on Leaves of Absence
P	6A-14.421	Definition of Leave of Absence
P	6A-14.424	Leave Discretionary with Board unless Otherwise Provided by Law
	6A-14.425	Leave to be Used for the Purposes Set Forth in Application
P	6A-14.426	Maximum Extent of Leave
	6A-14.431	Vacation Leave for Personnel Employed on Twelve Months Basis
P	6A-14.4331	Personal Leave
P	6A-14.435	Sick Leave
	6A-14.436	Illness-in-Line-of-Duty Leave

*Denotes policy required

*P	6A-14.44	Assignment of Employees for Temporary Duty
P	6A-14.442	Absences of Other Personnel
P	6A-14.46	Salary Schedules to be Adopted for College Personnel
	6A-14.47	Responsibility of Board to Maintain Personnel Records
	6A-14.48	Employment of Professional Services
	6A-14.49	Legal Services for Employees
P	6A-14.50	Requirements for Admission
P	6A-14.53	Student Fees and Tuition in Community Colleges
	6A-14.55	Adequate Guidance Services
P	6A-14.56	Control and Discipline of Students
P	6A-14.57	Student Activities, Clubs, and Organizations
P	6A-14.61	Standards for Evaluation and Accreditation of Community/Junior Colleges
	6A-14.62	Specialized Accreditation of Community College Programs
	6A-14.711	Approval of Community College Budget
P	6A-14.732	Travel and Subsistence for Board Members, Presidents and Other Authorized Persons
	6A-14.733	Payment of Premium of Group Employee Insurance
P	6A-14.734	Bids and Waiver of Bid Requirements for Certain Purchases
	6A-14.735	Petty Cash Fund Authorized
	6A-14.74	Administration and Use of Capital Outlay and Debt Service Funds and State Board of Education Bonds for Community/Junior Colleges (Administration and Personnel)

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*Denotes policy required

	6A-14.741	Approval of Capital Outlay Outlay Projects
	6A-14.743	Release of Community College Construction Funds
	6A-14.751	Establishing Bank Depositories
	6A-14.752	Authorized Signatures for Depository Withdrawals
	6A-14.76	Determination of Full-Time Equivalent Students in the Community College Program Fund
*P	6A-14.771	Funds Derived from Auxiliary Enterprises and Undesignated Gifts
P	6A-14.803	Student Housing (Physical Plants-Procedures)
P	6A-14.805	Selecting Professional Services
	6A-14.809	Educational Planning and Specifications
	6A-14.81	Preliminary Plans
	6A-14.813	Advertising and Contracting for Building
	6A-14.815	Awarding Contract to Other than the Lowest Bidder
P	6A-14.816	Changes in Construction After Award of Contract
	6A-14.818	Inspection of New Construction and Release of Final Payment
	6A-14.819	Exceptions for Experimentation
	6A-14.822	Lease-Purchase Contracts for Grounds and Buildings
	6A-14.825	General Provisions (Safety-to-Life)
P	6A-14.865	Authority to Pre-Qualify
P	6A-14.866	Application for Qualification
	6A-14.867	Verification of Statements Filed with Applications for Pre-Qualification
	6A-14.868	Approval of Applications for the Certification of Bidders
	6A-14.871	Contractors Statements

*Denotes policy required

	6A-14.872	Suspension or Revocation of Certificates of Qualification
	6A-14.873	Determination of Delinquency Status
	6A-14.874	Reports of Pre-Qualifications, Suspensions, Revocations, Reinstatements and Delinquents
*P	6A-14.89	Emergency Evacuation

APPENDIX E

STATUTES IDENTIFYING COMMUNITY COLLEGE DISTRICT BOARDS OF TRUSTEES ACTION

STATUTES IDENTIFYING COMMUNITY COLLEGE DISTRICT BOARDS OF TRUSTEES ACTION

230.753	COMMUNITY COLLEGES; establishment and organization of boards of trustees
230.754	Same; duties and responsibilities
230.755	Minimum standards for community colleges
230.756	Planning and construction of community college facilities
230.757	Purchase of land by municipality
230.759	Employment of community college personnel
230.760	Contracts with administrative and instructional staff
230.7601	Teaching faculty; minimum teaching hours per week
230.763	Requirements for participation in community college program fund
230.7651	State board regulations
230.768	Financial accounting and expenditures
230.7685	Delinquent accounts
230.769	Budgets for community colleges
230.771	Exemption from county civil service commissions
230.774	Payment of costs of civil actions against officers of district boards of trustees
230.775	Promotion and public relations, funding

APPENDIX F

A LETTER FROM GOVERNOR REUBEN O'D. ASKEW

TO MR. TOM KNOTTS

STATE OF FLORIDA

Office of the Governor

THE CAPITOL

TALLAHASSEE 32304

REUBIN O'D. ASKEW
GOVERNOR

May 13, 1975

Mr. Tom Knotts
Central Florida Community College
Post Office Box 1388
Ocala, Florida 32670

Dear Mr. Knotts:

Your efforts as Chairman of the Florida Community College Trustees Commission toward improving the quality of performance of trustees are appreciated. The Commission is in a position to provide information to the trustees and to establish performance standards which will promote the continuation of the dedication and contribution to the goals and objectives of the individual community colleges by the various trustees.

At the suggestion of your Commission, I will be providing information regarding the role of a board of trustees to people whom I consider for appointment. It is my feeling that the local control of community colleges is largely responsible for the success of our system. Efforts to improve the quality of that local control will result in even better educational opportunities for the people of Florida.

If I or my staff may be of assistance to the Commission, please let us know.

With kind regards,

Sincerely,

Reubin Askew

Governor

ROA/ddk

UNIVERSITY OF CALIF.
LOS ANGELES

JAN 30 1976

CLEARINGHOUSE FOR
JUNIOR COLLEGES